

September 1, 2005

MEMORANDUM FOR: Distribution

FROM: R. J. Dominic  
Director, Finance Office/Comptroller

SUBJECT: September 30, 2005 Financial Statement  
Information Requirements and Due Dates  
ACTION MEMORANDUM

Attached are the *Financial Statement Information Requirements and Due Dates* which identifies the information that the Finance Office needs to receive to prepare NOAA's September 30, 2005 financial statements. In order to comply with Departmental deadlines, we will be using a September 15 cutoff for certain data requirements. Also attached is the most recent *FY 2005 Financial Statement Due Date Calendar*.

It is imperative that NOAA submits its draft September 30, 2005 financial statements to the Department of Commerce (DOC) by October 11, 2005. Therefore, it is critical that the attached tasks are completed on time to meet that date. Due to Departmental deadlines, time extensions cannot be granted. Additionally, the *Checklist for Data Submissions to the Finance Office* is attached to help ensure that financial information provided to the Finance Office is fairly stated and supports management's assertions. I recommend that you continue to use the checklist, prior to submitting information to the Finance Office.

All capitalized property received and accepted during the fiscal year must be reported to the regional Property Office where the procurement was executed. Sufficient documentation to identify the asset for accountability must be provided within 10 days of acceptance. Documentation to support the valuation of the asset must be provided within 10 days of the item being placed into service. Where complete documentation is not available, estimates must be used in order to comply with the personal property deadline. Please refer to the Personal Property web site for documentation requirements. (<http://www.pps.noaa.gov>).

As you comply with our request for September 30, 2005 financial statement information, please note that this request is separate from that of the Provided By Client (PBC) list. The PBC list is prepared by our financial statement auditors, KPMG LLP, in order to gather information necessary to conduct their audit. Although the PBC list and this data call may sometimes request the same information, PBC submissions must be labeled with the applicable PBC number and sent separately to Brad Hickson in the Finance Office.

Please provide your response(s) back to the Finance Office no later than the assigned due dates. For audit purposes, it is necessary that we receive either a positive or negative consolidated reply from each NOAA Line/Staff Office. Responses should be sent as follows:

By Mail: Mike Van Deusen  
NOAA Finance Office (OFA212)  
20020 Century Blvd.  
Room 3125  
Germantown, MD 20874

By Fax: (301) 427-2040  
ATTN: Mike Van Deusen

By E-Mail: [Michael.E.VanDeusen@noaa.gov](mailto:Michael.E.VanDeusen@noaa.gov)

Your assistance and cooperation are greatly appreciated as we strive to maintain an unqualified audit opinion for the Department of Commerce. If you or your staff have any questions, please call Chuck Kilgore on (301)444-2101 or Mike Van Deusen on (301)444-2174.

#### Attachments

##### Distribution:

Chief Financial Officers/  
Management & Budget Chiefs  
Regional Finance Branch Chiefs  
DOC - Lisa Casias  
DOC - Bruce Henshel  
DOC - Tanya Smith  
CPC - Carolyn A. Harris  
CCx2 - Anthony Harrison  
E/BP - Joan Bolton  
F/CS2 - Mike Grable  
GCNW - Bernard Cody  
GCEL - Michele Kuruc  
GCEL - Susan S. Beresford  
N/ORM - Charles Ehler  
N/ORM - Ruth Best  
OCIO - Jaye Yoder

OFA - Maureen Wylie  
OFA21 - Chuck Kilgore  
OFA3 - Steven Gallagher  
OFA31 - Chris Cartwright  
OFA32 - Julie Hite  
OFA33 - Jim LeDuc  
OFA34 - Sherry Morrisette  
OFA4 - Eddie Ribas  
OFA53 - Ezekiel Dennison  
OFA532 - Brian Mason  
OFA541 - Thanh M. Trinh  
OFA551 - Gene C. Rodgers  
OFA552 - Roy Eckert  
OFA552 - Gina Ziegenbein  
OFA552 - Donna R. Wilson  
OFA62 - Michael Nelson

R/OM5 - Paul Johnson  
USEC - Shirley Battaglini  
W/CFO2 - Roxanne Stasulli  
W/CFO2 - Herb Callands  
W/CFO2 - Lynne Baronoff  
W/CFO2 - Stephen Wills  
W/OPS16 - Timothy Batliner  
BIS - Gay Shrum  
BIS - Ed Ryan